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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Assistant to DCI

DATE: 29 March 1954

FROM : Director of Training

SUBJECT: Weekly Summary Report

1. The first presentation at [redacted] of Phase III of the Clandestine Services Basic Training Program ended on 19 March. Forty-one students completed the course. All Office of Training staff personnel concerned with the presentation met at [redacted] on 24-25 March to review the initial running. Student course critiques were helpfully critical and their comments, along with the views of instructors who participated, are receiving serious consideration in the modifications now planned.

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2. Four guard dogs are expected to arrive at [redacted] during the first week of April. These dogs will be employed in border-crossing problems by the Office of Training, and the Technical Services Staff will use them for experimentation purposes.

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3. The Air Training Branch gave eight hours of instruction on 19 March in the Logistics Course. Emphasis was placed on packing station operations, cargo aircraft loading, sterilization of aircraft and airborne materiel, and the use of the Logistics Annex of the Clandestine Air Operations Plan. A demonstration drop was also given. This was the first running of this support instruction and apparently it was well received.

4. At the suggestion of previous Air Training students, a clandestine air operation marshalling plan has been prepared for the Air Operations Planning Guide. From this plan, transportation requirements and air base coordination factors can be drawn.

5. Because of lack of registrations, it has been necessary to cancel the Resistance Operations Course scheduled to begin on 29 March, and the Evasion and Escape Course scheduled to begin on 5 April. It is becoming more and more apparent that the lack of interest in the specialized courses offered at [redacted] is not limited to one particular course. This situation is becoming chronic and presents a broad problem related to all the courses presented. A study is being initiated to determine whether some other scheme of course offerings might better meet current requirements and better utilize existing assets.

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6. It has been noted with interest that of the eleven students enrolled in the last [redacted] Course, there were

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two GS-13, four GS-14 and one GS-15. These seven individuals possessed considerable background and experience. In view of this trend, it is obvious that junior instructors cannot be used in this course and similar courses.

7. Priority is being given to the problem of introducing a greater number of FE cases, reading materials and lectures into the Basic and Specialized training programs in an effort to attain a better balance in the coverage of operations throughout the world. Through the cooperation from FE desks, much has been accomplished toward building a sizeable body of training material pertinent to FE Division personnel.

8. At the request of the Foreign Documents Division, Office of Operations, a special class in typing has been arranged for approximately 25 Intelligence Officers. Instruction will be given one hour daily for six weeks, beginning 29 March 1954.

9. The Chief, Management Training Division, completed the fourth and final week of a course given by the American Management Association in New York City. He found the course extremely valuable and will submit a complete report in the near future.

10. Representatives of the Foreign Service Institute, the Air Force Directorate of Intelligence and the Office of Training met on 18 March to discuss mutual objectives of the summer program at [ ] Revision of the curriculum was considered with a view to incorporating more current information and increasing opportunities to visit agricultural and industrial installations, rather than archaeological sites.

11. A manual, "How to Build Evaluation Tools," is being reproduced in draft form for comment and criticism within the Office of Training prior to final publication. The manual is designed to assist instructors in developing means of measuring more objectively what the student learned in the course.

12. The Chief, Assessment and Evaluation Staff, presented the nature of the pre-training testing battery to the DD/A Training Liaison Officers on 23 March. This one-day battery of tests is currently given every Friday to all new EOD personnel, as well as to any students initiating training who have not previously taken the testing. Considerable interest was expressed by the DD/A representatives in making arrangements to obtain data resulting from these tests.

13. At the request of the Chief, Classification and Wage Division, Office of Personnel, the Office of Training has provided a list of suggested training for the various categories of administrative personnel throughout the Agency.

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14. A preliminary examination will be given to all candidates for Program C [ ] in spoken and written Russian on 26 March. The Russian instructor of the External and Language Training Division and several other selected Agency employees will conduct the examination. The results of this examination will be given to the

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[ ] Selection Panel, which will meet on 1 April, to make selection of a maximum of three candidates. Applications have been received from the Office of Current Intelligence, the Office of Collection and Dissemination and the Office of Research and Reports.

15. During the reporting period, eight training projects of the Project Training Division were continued in Washington, D. C., and four were continued at Field Branch #1. Two projects were completed at Headquarters. One additional project was initiated during the period at Headquarters.

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MATTHEW BAIRD

cc: DD/P  
DD/I  
AD (Commo)

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